

Barnegat Township School District

Request For Qualifications

Physician Services

In accordance with N.J.S.A. 19:44A-20.4 et. seq., the Barnegat Township Board of Education is requesting qualifications from New Jersey licensed physicians interested in providing the district with general physician's services for the 2010-2011 school year. The successful firm must have a minimum of five years experience in providing physician's services to a New Jersey Board of Education.

Scope of Work

The successful firm/individual shall provide services as necessary to the Board of Education as follows:

- Performs comprehensive health examinations as determined by a district administrator and agrees to complete all paperwork associated with the comprehensive health examinations.
- Performs sports physicals as required.
- Performs Child Study Team physicals as necessary.
- Provides advice and counsel with respect to the need for Homebound Instruction.
- Performs physicals and conducts TB Mantoux testing for students from out of state, country or designated areas of the state and for new employees as directed by the District.
- Reviews and provides approval of first aid procedures at the beginning of the school year.
- Conducts drug abuse evaluations when necessary and sends results to contracted laboratory.
- Provides emergency consultation if the school nurse feels there is the necessity.
- Provides his signature on all student prescriptions by December 31 of each school year as per Board Policy #5330, PUPILS – Administration of Medication. Any prescriptions received after December 31 of the school year will be approved by way of fax machine.
- Provides consultation and review in the development of district policies and procedures related to health safety and emergency medical procedures.
- Provides consultation to school district medical staff regarding the delivery of school health services, including special health care needs of technology supported and

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medically fragile children, including those covered by the Individuals with Disabilities Education Act, 20 U.S.C. Chapter 33.

- Provides direction for the professional duties of other medical staff.
- Provides written standing orders and to review and reissue standing orders before the beginning of each school year.
- Establishes standards of care in emergency situations and medically-related care involving students and school staff.
- Provides assistance to the certified or non-certified school nurse in conducting health screenings of students and staff and in the assistance of the delivery of school health services.
- Reviews reports and order from private physicians as needed regarding student health concerns.

All proposals shall include the following minimum information:

1. Name of the individual(s) to be assigned to perform the tasks.
2. Professional experience and education of the individual(s) to be assigned including a listing of experience with the Barnegat Township Board of Education and/or experience with other New Jersey public entities.
3. A statement concerning the ability of the firm/individual to perform tasks assigned by the District in a timely fashion.
4. Professional licenses and certifications held by the individual(s) to be assigned.
5. A description of the support staff available to the individual(s) to be assigned.
6. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm/company showing the amount of professional liability insurance and all other coverage in place as of January 1, 2010.
7. A list of four professional references with addresses and telephone contact numbers. Three must have direct knowledge relating to your experience in the requested service.
8. A copy of the Certificate of Employee Information Report or Form AA-302 Initial Employee Information Report.
9. A copy of your Business Registration Certificate.
10. A description of any previous services to the Barnegat Board of Education that provide the firm with a familiarity with our District.

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11. Costs quoted to perform the specified services. PLEASE NOTE: These costs must be provided at the time of submittal

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SUBMISSION REQUIREMENTS

All responses to this Request For Qualifications ("RFQ"):

1. Will be opened publicly in the Administration Building, 550 Barnegat Boulevard North, Barnegat, New Jersey 08005 commencing at 10:00 a.m., prevailing time, on April 16, 2010.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFQ, and the RFQ due date on the outside of the envelope.
3. Responses which are to be hand delivered the day of the opening must be taken and presented to the Board Secretary at the time the responses to this RFQ are called for.
4. Responses to this RFQ which are to be mailed, shall be mailed to:

Dean Allison
Business Administrator/Board Secretary
Barnegat Township Board of Education
550 Barnegat Boulevard North
Barnegat, NJ 08005

5. Responses to the RFQ must be received prior to 10:00 a.m., prevailing time on the date on which they are to be opened.
6. The Board will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the district if received after the time stipulated above.
7. An original and three copies of your response to this RFQ must be submitted for your response to be deemed complete.

SELECTION CRITERIA

The selection criteria to be used in awarding a contract or contracts described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in providing the professional services requested and references related thereto;
3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter and the District;
4. Location (distance) of primary office in relation to the District Administrative Offices;

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5. Recent, current and projected work load of the individual or firm.
6. Thoroughness and completeness of the applicant's submittal.

The Barnegat Board of Education shall award professional services contract(s) to the firm or firms that best meets the needs and interests of the District.

The Board reserves the right to negotiate all the terms and conditions of a professional services contract with the successful firm or firms to obtain the most cost advantageous services for the District.